

# Section 1

## Family Information & Personal Checklists

## FAMILY INFORMATION & PHONE NUMBERS

Place these records in a safe location (such as a metal box or a safety deposit box). We suggest you review/update the information several times a year to keep records current.

Since this information changes quite often, we suggest you use the information below as a guide and write the information on a piece of paper and paperclip it inside this Manual for easy access! Keep a record of each school your child/children attend every year. Please replace it every time there is a change or every new school year and make sure other family members get updates!

### List work and/or school addresses & Phone numbers of all Family Members:

**Parent/Guardian works at:** \_\_\_\_\_

Work address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

**Parent/Guardian works at:** \_\_\_\_\_

Work address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

**Brother/Sister works at:** \_\_\_\_\_

Work address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

### School information for each child in Family:

Child's name: \_\_\_\_\_

School name: \_\_\_\_\_

School address: \_\_\_\_\_

Main phone # for school: \_\_\_\_\_

Contact name at school: \_\_\_\_\_

- Will the school HOLD or RELEASE your child if there is an emergency or disaster?
- Where will the school move your child if there is an emergency or disaster?

**Suggestion:** Parents and Guardians may want to keep a copy of your child/children's information at your place of employment and with another family member in case of a disaster or emergency. Please make sure you update your records each year so everyone has the right data!

## **Other Important Family Information:**

Please place these records in a safe location (such as a metal box or a safety deposit box). We suggest you review/update the information several times a year to keep records current.

### **Make a List of each Family Member's Social Security Number**

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

### **HMO/Insurance Policies:**

Insurance Co. Name: \_\_\_\_\_

Policy #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Insurance Co. Name: \_\_\_\_\_

Policy #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Family Doctor \_\_\_\_\_

Family Doctor's Address \_\_\_\_\_

Phone #: \_\_\_\_\_

Closest Hospital Name \_\_\_\_\_

Closest Hospital Address \_\_\_\_\_

Phone #: \_\_\_\_\_

# EMERGENCY PREPAREDNESS CHECKLIST

The next time disaster strikes, you may not have much time to act. **PREPARE NOW** for a sudden emergency and discuss these ideas with your family to create an **Emergency Plan**.

Even though this checklist looks long and scary, it is very easy to complete. We suggest you and your family members read this *entire* Manual before trying to sit down together since there are many tips mentioned here that will help you complete these checklists and plans!

PLEASE make some time in your busy lives to prepare for a disaster... a few minutes now could possibly save a life when a disaster hits!

Remember - be aware... be prepared... and have a plan!

## CALL YOUR LOCAL OFFICE

*(See Section 4 for phone numbers of State & Provincial Emergency Management offices and the Red Cross)*

- [ ] Find out which disasters could occur in your area.
- [ ] Ask how to prepare for each disaster... if you still have questions after reading this Manual!
- [ ] Ask how you will be warned of an emergency.
- [ ] Learn your community's evacuation routes.
- [ ] Ask about special assistance for elderly or disabled persons.
- [ ] Ask your workplace about Emergency Plans.
- [ ] Learn about emergency plans for your children's school(s) or day care center(s).

## CREATE AN EMERGENCY PLAN

- [ ] Meet with household members to talk about the dangers of fire, severe weather, earthquakes and other emergencies. Explain how to respond to each using the tips in this Manual.
- [ ] Find the safe spots in your home for each type of disaster *(see Section 3 for explanations of each disaster)*

- [ ] Talk about what to do when there are power outages and personal injuries.
- [ ] Draw a floor plan of your home. Using a black or blue pen, show the location of doors, windows, stairways, and large furniture. Mark the location of emergency supplies (*see Section 3 - Disaster Supplies Kit*), fire extinguishers, smoke detectors, collapsible ladders, First aid kits and utility shut-off points. Next, use a colored pen to draw a broken line charting at least two escape routes from each room.
- [ ] Show family members how to turn off the water, gas and electricity at the main switches when necessary.
- [ ] Post emergency telephone numbers near telephones.
- [ ] Teach children how and when to call 911, police and fire departments (*see Section 2*).
- [ ] Make sure household members always turn on the radio for emergency information.
- [ ] Pick one out-of-state and one local friend or relative for family members to call if separated during a disaster. (It is often easier to call out-of-state than within the affected area.)
- [ ] Pick two emergency meeting places (*see Emergency Plan*):
  1. A place near your home.
  2. A place outside your neighborhood in case you cannot go home after a disaster.
- [ ] Teach children your contacts' phone numbers and emergency meeting places.
- [ ] Take a basic first aid and CPR class. (*See Section 2 for some Red Cross programs*)
- [ ] Practice emergency evacuation drills with all household members at least two times each year.
- [ ] Keep family records in a water- and fire-proof container. Consider keeping another set of records in a safety deposit box offsite.
- [ ] Check if you have enough insurance coverage (*See Section 3 for more information on flood insurance.*)

## **ADDITIONAL CHECKLIST FOR ELDERLY & DISABLED FAMILY MEMBERS:**

- [ ] Ask about special aid that may be available to you in an emergency for elderly and disabled family members. Find out if help is available for evacuation and in public shelters. Many communities ask people with a disability to register with the local fire department or emergency management office so help can be provided quickly in an emergency. Check if this option is available in YOUR community!!
- [ ] Ask your children's teachers and caregivers about emergency plans for schools and day care centers.
- [ ] If you currently have a personal care attendant from an agency, check to see if the agency will be providing services at another location if there is an evacuation.
- [ ] Learn what to do for each type of emergency. For example, basements are not wheelchair-accessible so you should have alternate safe places for different types of disasters for disabled or elderly persons.
- [ ] Learn what to do in case of power outages and personal injuries. Know how to connect or start a back-up power supply for essential medical equipment!
- [ ] If someone in your home uses a wheelchair, make sure 2 exits are wheelchair-accessible in case one exit is blocked.
- [ ] Consider getting a medical alert system that will allow you to call for help if you have trouble getting around.
- [ ] Both elderly and disabled persons should wear a medical alert bracelet or necklace at all times if they have special needs.
- [ ] Consider setting up a "Buddy" system with a roommate, neighbor or friend. Give this person a copy of your Emergency Plan and contact phone numbers and keep them updated of any changes. You may want to give this "buddy" an extra house key or tell them where one is available.
- [ ] Consider gathering a few personal items in a lightweight drawstring bag (including a whistle, some medications, a small flashlight, extra hearing aid batteries, etc.) and tie it to your wheelchair or walker for emergencies. Make sure you rotate the items in the bag to keep them current and working!

## ADDITIONAL CHECKLIST FOR PETS OR LIVESTOCK:

### PETS:

- [ ] If you have to evacuate your home, DO NOT leave your pets behind! Make sure you have a secure pet carrier, leash or harness so if it panics, it can't run away.
- [ ] For public health reasons, many emergency shelters cannot accept pets. Find out which motels and hotels in your area allow pets well in advance of needing them. Include your local animal shelter's number on your contact number page (*See next section on Emergency Plan Contact Numbers*) since they may be able to provide information during a disaster.
- [ ] Make sure identification tags are up to date and securely fastened to your pet's collar.

### LIVESTOCK:

- [ ] Evacuate livestock whenever possible. Arrangements for evacuation, including routes and host sites, should be made in advance. Alternate routes should be mapped out as a backup.
- [ ] The evacuation site should have food, water, veterinary care, handling equipment and facilities.
- [ ] Trucks, trailers, and other vehicles for transporting livestock should be available along with experienced handlers and drivers to transport them.
- [ ] If evacuation is not possible, a decision must be made whether to move large animals to available shelter or turn them outside. This decision should be determined based on the type of disaster and the soundness and location of the shelter or structure.

## PREPARE A DISASTER SUPPLIES KIT

Both the Red Cross and FEMA recommend keeping enough supplies in your home to meet your family's needs for at *least* three days or longer!

This topic is covered in detail in **Section 3 - Disaster Preparedness**. Please review this section with family members while creating your **Emergency Plan** on the next page.

# EMERGENCY PLAN CONTACT NUMBERS

*(Post a copy of this information near the phone for easy access!)*

## Out-of-State Contact

Name \_\_\_\_\_

City \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

## Local Contact

Name \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

## Nearest Relative

Name \_\_\_\_\_

City \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

## Family Work Numbers

Father \_\_\_\_\_ Mother \_\_\_\_\_

Guardian \_\_\_\_\_

## Emergency Telephone Numbers

In a life-threatening emergency, dial 911 or the local emergency medical services system number

Police Department \_\_\_\_\_

Fire Department \_\_\_\_\_

Hospital \_\_\_\_\_

## Family Doctors

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Veterinarian:** \_\_\_\_\_

Animal Shelter or Humane Society: \_\_\_\_\_



## EMERGENCY PLAN, continued

In case you get separated from family members during an emergency or disaster, please decide on TWO Meeting Places or Areas where you can join each other. Please make sure your small children are included when making this decision and they understand why they should meet here.

### Meeting Place or Meeting Area

1. Right outside your home \_\_\_\_\_

\_\_\_\_\_  
*(Example: meet by the curb or by the mailbox in front of home or building)*

2. Away from the neighborhood, in case you cannot return home

\_\_\_\_\_  
*(Example: choose the home of a family friend or relative and fill in below)*

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

Directions to this place \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_